



Administrative Regulation

Use of City IT Equipment at Home

Policy #	04.01.02
Effective Date:	April 2, 2020
Revision Date:	April 4, 2022
Owner:	Information Technology

Purpose:

The purpose of this policy is to clarify what Information Technology (IT) equipment can be provided by the City, clarify how this equipment can be transitioned from work to home use, how additional equipment can be procured and how the IT Department can support IT equipment use from home.

Scope:

This regulation applies to all employees who are approved for telework.

Policy:

City employees who are authorized for telework, upon supervisor approval may take certain IT equipment home for work related reasons. Any IT equipment that is lost, damaged or otherwise cannot be returned to the City must be replaced by the department upon the employee's return to work.

The IT Department is not able to provide support for the connection of devices to home computer equipment or home networks. Connections between City equipment to City computers will receive remote support, as time permits, through the HelpDesk.

Procedure:

1. Requesting Equipment

1.1. Individual request for home use of IT equipment must be submitted and approved by the department supervisor.

1.2. Department leaders are responsible for tracking, checkout, and return of City Equipment.

2. Pre-existing City Owned Equipment.

2.1. Per department approval, the following equipment may be taken home by employees to enable more efficient work from home:

2.1.1. Keyboards

2.1.2. Mice

2.1.3. Headsets (Computer & Phone)

- 2.1.4. Speakers
- 2.1.5. Monitors (Serial Numbers must be provided to IT Helpdesk)
- 2.1.6. Computer Docking Stations (Serial Numbers must be provided to IT Helpdesk)
- 2.1.7. Scanners
- 2.1.8. Laptops
- 2.1.9. City issued cellular phones and devices

2.2. The following devices equipment is not authorized for home use.

- 2.2.1. Printers
- 2.2.2. Desktop Computers
- 2.2.3. Network Equipment (WiFi equipment, cabling)

3. Procurement of New Equipment

3.1. Departments can directly procure the following devices for home use:

- 3.1.1. Keyboards
- 3.1.2. Mice
- 3.1.3. Headsets (Computer & Phone)
- 3.1.4. Speakers
- 3.1.5. Lab top travel bags

3.2. The following devices must be procured through IT using the IT Help Desk.

- 3.2.1. Monitors:
- 3.2.2. Computer Docking Stations
- 3.2.3. Cellular Devices (Phones)

3.3. IT will procure these devices and arrange for delivery to City Hall.

Definitions

1. “*Telework*” is a mutually agreed upon work arrangement between the City and the employee where the employee performs work at an alternate worksite on specified days and at the employee’s regular worksite the remainder of the time retaining flexibility as necessary to meet the needs of the work unit

Resources:

Admirative Regulation:

1. [Acceptable Use of City Network Services & Computing Devices](#)
2. [Telework](#)

Forms:

1. [City Equipment Issued Form](#)

CREATION (Original):

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.			
Approved By:	Mary Bridget Smith, City Manager (Pro Tem)	Dates:	April 2, 2020
Author:	Brandt Melick, Information Technology Director		
Responsible Party:	Information Technology		
Replaces:	N/A		

PERIODIC REVIEW:

Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	

REVISIONS:

Version #2:	Responsible Party:	Information Technology (I.T)		
	Revised By:	Nathan Bell, Finance Director		
	Approved By:	Nancy Newton, City Manager	Date:	March 30, 2022
	Reason/Summary of Changes:	Policy revised from temporary rule to regular administrative rules.		